

PROTOCOLS FOR UNIVERSITY RESIDENCES AND THE CATERING SERVICES ENVIRONMENT

Approved by the COVID-19 Response team on 31 March 2022

As part of ensuring the business continuity of the North-West University as it related to Business and Enterprise development, and in particular to the Residence and Catering Services environment, the following protocols are provided. The NWU remains committed towards creating an environment for its staff and students that is healthy and safe.

1 Scope and application

- 1.1 These protocols must be applied in a manner that is consistent with the:
 - 1.1.1 Disaster Management Act, 57 of 2002 and its regulations and/or directives;
 - 1.1.2 Occupational Health and Safety Act, 85 of 1993;
 - 1.1.3 Relevant sectoral guidelines and the management of COVID-19, as well as any other national health related legislation that may be promulgated from time to time;
 - 1.1.3 Relevant policies and rules approved by the University Council; and
 - 1.1.4 Any of the relevant standard operating procedures, guidelines and regulations as approved by the University Management Committee and/or COVID-19 Response Team managing the impact of COVID-19.
- 1.2 These protocols enable the continuation of business process related to the functioning of university residences and the catering services environment of the University.
- 1.3 **This protocol replaces the Generic Guidelines: Student Life and Residence & Catering Environment dated 12 January 2022 in its entirety.**
- 1.4 Given the extremely serious circumstances which these protocols attempt to address, the non-adherence to these protocols will be viewed in a very serious light and will lead to disciplinary measures.
- 1.5 A student who occupies a room in a NWU university residence during 2022 **must** accept this entire protocol and sign the acceptance page (addendum A) as confirmation of their acceptance thereof.
- 1.6 Students residing in university residences who share rooms (including double rooms), further agree to continue sharing their rooms which were allocated to them, adhering to the specific health and safety measures indicated for those in shared rooms.
- 1.7 Students remain subject to the Policy on Student Discipline (2019).
- 1.8 These protocols function in conjunction with the Rules of the University Residence a Day Houses of the North-West University (2021)¹, but supersede the residence rules in the event of a possible contradiction.

2 Effective date

These protocols were considered and approved by the COVID-19 Response Team on 31 March 2022 and will be in effect from 1 April 2022 onwards.

¹ Referred to as: residence rules.

3 University Residences

3.1 Screening and access management

- 3.1.1 All university residence students and students residing in accredited student accommodation facilities must complete the compulsory COVID-19 training available on eFundi.
- 3.1.2 Students who fail to complete this training will not be able to access campus, with their student access cards being blocked.
- 3.1.3 Residence students must complete a compulsory Covid-19 Pre-Screening App available on the NWU DIY Service Platform (<https://diyservices.nwu.ac.za/covid-19-pre-screening>), **on a daily basis**.
- 3.1.4 The student access cards of residents who fail to complete the daily screening App will be blocked resulting in no access to the university residence.
- 3.1.6 Students will primarily have access to university residences through the residence turnstiles, with additional access allowed through the main entrances and/or front doors or the relevant university residence, provided that effective access management measures can be implemented in accordance with paragraph 3.2 below.

3.2 Visitors

Visitors to university residences will be allowed as follows:

- 3.2.1 Visitation must be managed and controlled by Protection Services in co-operation with the relevant House Parent and the responsible House Committee (HC) members who respectively act as the compliance officer and compliance buddies.
- 3.2.2 The compliance officer and buddies must ensure that these protocols are adhered to.
- 3.2.3 No visitation in residents' rooms are allowed due to the confined space and limited ventilation.
- 3.2.4 All visitors must sign the visitors' register maintained by the House Committee.
- 3.2.5 The visitors' register must record the following information:
 - i. Visitor's student number,
 - ii. Visitor's name and surname
 - iii. Visitor's mobile contact number; and
 - iv. Resident who was visited.
- 3.2.6 The House Committee must ensure the availability of the register, with the register being available to Campus Protection Services as required.
- 3.2.7 Visitors must:
 - i. Wear cloth face masks;
 - ii. Sanitise their hands before entering the university residence; and
 - iii. Maintain a social distance of at least 1m between the resident student and the visitors at residences at all times during the visit.
- 3.2.8 Only the identified and Hazard Identification and Risk Assessment (HIRA) approved spaces may be utilized for visitation.
- 3.2.9 Visiting hours to university residences are managed in accordance with paragraph 9.8 of the residence rules.
- 3.2.10 All visitors to university residences must be registered students of the NWU with access to the Campus concerned.

3.3 Meetings and academic work groups

- 3.3.1 Meetings of students are allowed in terms of the latest National Regulations.
- 3.3.2 Academic work groups may utilise recreation halls within residences, keeping to the maximum number of persons as indicated on the HIRA certificate for the particular venue.

- 3.3.3 Where possible, meetings of students at university residences should be conducted outside to ensure sufficient ventilation and adherence to social distancing measures.

3.4 Health and safety protocol for university residences

- 3.4.1 All residents and visitors to university residences must observe the health and safety directives mitigating the spread of COVID-19, that includes:
- i. Wearing a cloth face mask covering the nose and mouth whilst outside of their rooms;
 - ii. Maintaining a social distance of 1 meter;
 - iii. Frequently sanitizing their hands with either sanitizer or hand washing;
 - iv. Observing “sneezing and coughing etiquette”;
 - v. Avoid any physical contact such as hugging and/or shaking of hands; and
 - vi. Wash your hands regularly and at least every time you visit the rest room and/or places frequently used by other students.

3.5 Student sharing rooms

- 3.5.1 Students sharing double rooms must continue to observe the health and safety protocols indicated in this document, and minimize any possible personal contact.
- 3.5.2 Students who share a room should be extra diligent in observing the safety protocols.
- 3.5.3 Cloth masks must be worn when interacting with each other while in the room together.

3.6 University residence facilities management

- 3.6.1 Residence students may be requested to move to other rooms depending on the situation on the campus or in the particular residence.
- 3.6.2 Students will remain in their allocated rooms unless any current practical arrangements require them to be moved.
- 3.6.3 Double rooms will be occupied as normal and the placement of students will be managed by Residence and Catering Services in collaboration with the relevant House Parent.
- 3.6.4 Frequently used surfaces and spaces such as the door handles, kitchen surfaces, shared bathrooms and communal living areas should be cleaned and sanitized regularly.
- 3.6.5 Additional hand sanitizers must be placed in communal and frequently used areas.
- 3.6.6 All available ventilation must be utilized, that includes the opening of windows, doors and sliding doors where available and possible.
- 3.6.7 Computer rooms must be managed with the necessary compliance to the health and safety protocols and a booking system must be utilised to manage access to the room.
- 3.6.8 A sanitisation routine must be performed at regular intervals after the computer room was used by students and / or staff members.
- 3.6.9 **NO ALCOHOL AND/OR LIQUOR** is permitted in university residences or on campus, unless provided through the department of Business and Enterprise Development in accordance with the relevant legislation, rules and protocols.
- 3.6.10 **NO Hubbly Bubblys** are permitted in university residences.
- 3.6.11 “Braais” in the designated braai areas of the relevant university residence are allowed within the approved protocols and health and safety regulations, limited to the number of people as prescribed by the prevailing national regulations.
- 3.6.12 The number of attendees to a braai must adhere to the HIRA certificate issued for that venue.

3.7 Residence Life

- 3.7.1 Residence Life activities, programmes and initiatives are permitted and managed in accordance with the [COVID-19 Standard Operating Procedures for Student Life Co-Curricular Activities, Programmes and Events](#).
- 3.7.2 Residence Life activities, programmes and initiatives must where relevant be planned and executed in accordance with this protocol.

3.8 Reporting on COVID-19

- 3.8.1 Students who experience and/or exhibit any Covid-19 symptoms will be assisted in line with the Standard Operating Procedures (refer to paragraph 6 below) that have been developed for infection control measures.
- 3.8.2 Such students MUST, without delay, report these symptoms to the House Parents, the Campus Health Care Centre and relevant House Committee members for further assistance.

4 Dining Halls, Cafeterias and Food & Beverage Facilities

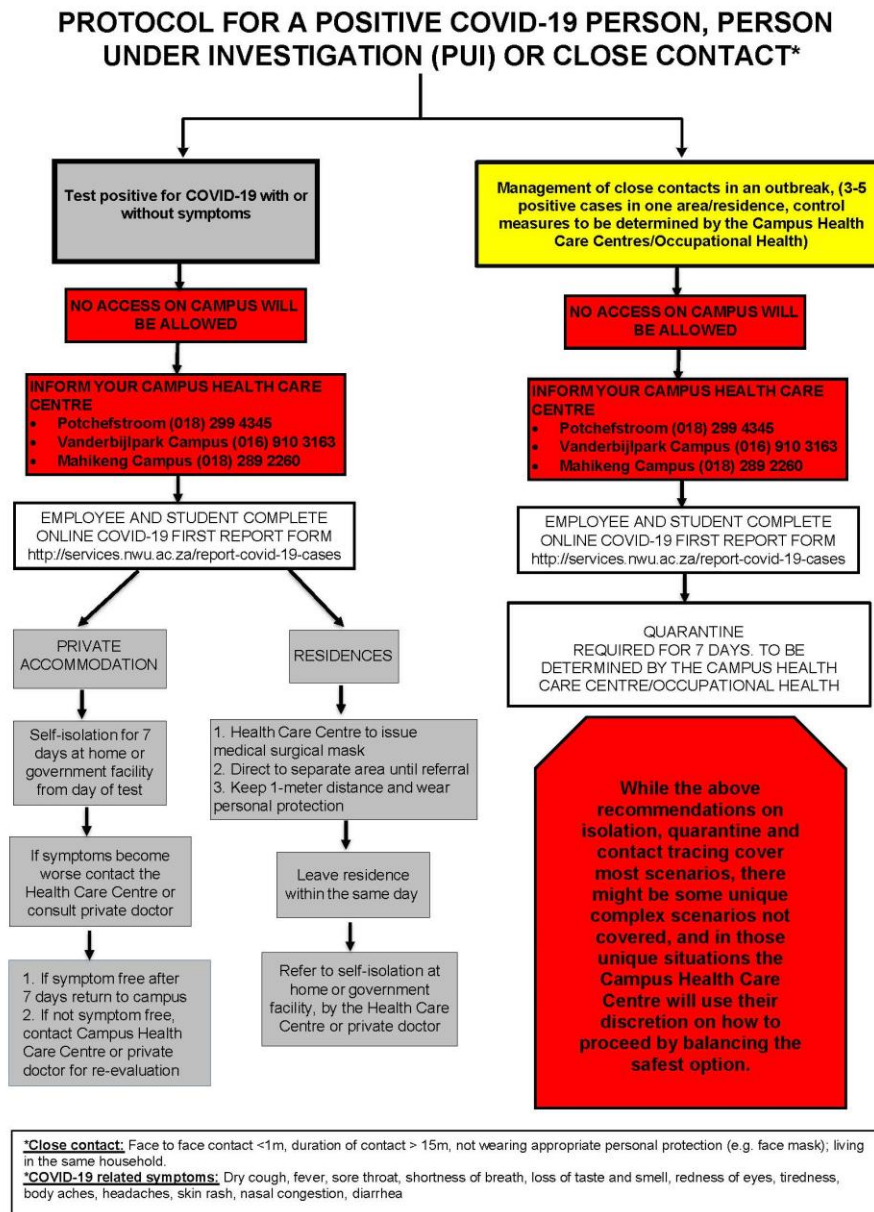
- 4.1 Entrances to all dining halls, cafeterias and food & beverage facilities will be equipped with hand sanitisers and catering staff members working at such facilities will be required to ensure that students and staff members (customers) who enter the facilities sanitise their hands before entering. Catering staff are required to monitor the usage of hand sanitisers before the venues are entered.
- 4.2 Sit down facilities at these venues will be limited in accordance with social distancing protocols and food will also be provided on a takeaway basis at selected venues. The delivery of food to residences and offices is in place and may be accessed through the link: <https://bit.ly/2YeIYmz>.
- 4.3 Social distance is to be observed inside the dining halls, cafeterias and food & beverage facilities at all times with at least one (1) meter between individuals. Signs will be placed in all the areas indicating the requirement to observe the social distancing.
- 4.4 Managers responsible for the venues will observe the available space when allowing customers into the venues and when it becomes clear that the maximum audited capacity has been reached, no further entrances will be allowed.
- 4.4 Customers who queue for food and drinks will need to observe the one(1) meter space requirement in front of the food and bar counters – posters and signs will be placed to alert customers and staff will be instructed to address the non-adherence to the required protocol.
- 4.5 The operating dates and available facilities will be reviewed and adjusted based on the needs of students and staff who remain on the campuses.
- 4.6 The food deliveries for all prepared food orders will be managed under strict protocols and this may include students collecting food at the entrance of the residence or building where it is delivered.

5 Bus Services

Arrangements for the bus services on the Vanderbijlpark campus are in place, based on the number of students in the off-campus university residences. Face masks must be worn at all times while on the bus and no standing room in the bus will be available.

6 Standard Operating Procedure for possible COVID-19 infection

The following flow diagram illustrates the actions required when a student or staff member believes that they are infected:



Mahikeng Campus	
Building:	Building B6
Telephone:	(018) 389 2907
Fax:	(018) 389 2034
Potchefstroom Campus	
Building:	Building E16
Telephone:	(018) 299 4345 (018) 299 4372
Fax:	(018) 299 4291
Vanderbijlpark Campus	
Building:	Building 25
Telephone:	(016) 910 3163
Fax:	23544260@nwu.ac.za

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DATED 31 March 2022 , EFFECTIVE FROM 1 April 2022

I, _____

Full Name and Surname

Student number

University Residence

Room Number

Unique Bed Number [UBN]

I understand the above-mentioned protocols and accept the responsibility it places on me to adhere to all the health and safety requirements. I understand that the protocols have been devised and are implemented to keep all the students, staff, and other parties on the NWU premises safe. I further understand that if I am placed in a shared room this places an even higher responsibility on me to adhere to all the safety protocols to keep my roommate and myself safe.

Signature

Date